

Document Destruction

Confidential Paper Disposal



Service overview

The National Privacy Act requires many businesses to ensure the confidentiality of personal information of both employee and customers details/records.

Ipswich Waste Services (IWS) can provide your business with purpose built, lockable wheelie bins for the storage of your confidential material.

Our sub-contractor provides an on-site shredding service, which allows for all material to be destroyed before it leaves your premises. Upon completion you are presented with a certificate of destruction certifying the documents have been securely destroyed.

Confidential material

- Archive files
- Business, customer and personal records
- Contracts/service level agreements and tenders
- Correspondence revealing contract and/or financial data
- Job applications and interview notes
- Medical/health records
- Office files
- Purchasing and accounting information

Important information regarding document destruction services

Prepare documents for shredding:

- remove all documents from plastic sleeves
- remove clips
- remove from manila folders, plastic covers and spiral tubing
- staples can remain in the document.

Frequently asked questions

Q: Why is an 'On Site' shredding service provided?

A: An on site shredding service ensures our customers know their confidential material is being destroyed in a secure and appropriate manner.

Q: Will I be charged a rental fee if I require bins to store my confidential material?

A: IWS do not charge a rental fee for the 240L document destruction wheelie bins. You will only incur a fee when a shredding service takes place. To obtain a quote for our document destruction service, please contact us on (07) 3810 8100.

Q: How do the documents need to be presented for servicing?

A: The preferred method is to have your documents placed into the lockable wheelie bins we provide. If your business has a large amount of archive files in boxes, we can still arrange the service to take place. We will need to know approximately how many boxes require destruction prior to booking the service.

Please ensure documents are removed from plastic sleeves and folders prior to servicing.

Q: What happens to the shredded material?

A: All material shredded is fully recycled.

Q: Who do I call when a service is required?

A: To book a document destruction service, contact IWS on (07) 3810 8100 or email ipswichwasteservices@ipswich.qld.gov.au

Services provided by IWS

Industrial general waste, industrial cardboard/paper, industrial commingled recycling, commercial general waste and recycling wheelie bins, commercial waste audits, document destruction for confidential material, clinical waste, skips and ROROs for domestic and commercial use.



 Printed on 100% recycled paper